

## TRAVEL EXPENSE CLAIM

See Instructions and Privacy  
Statement on Reverse Side

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STD 262 (REV. 10/92)

CLAIMANT'S NAME Lyndsay McDougal		SSAN OR EMPLOYEE NUMBER		DEPARTMENT Office of Advance	
POSITION Advance Representative		CB/ID NUMBER		DIVISION OR BUREAU Office of the Governor	
RESIDENCE ADDRESS		HEADQUARTERS ADDRESS 300 South Spring Street Suite 16701		TELEPHONE NUMBER	
CITY Los Angeles		STATE CA		ZIP 90013	

MONTH/YEAR		LOCATION WHERE EXPENSES WERE INCURRED	LODGING	MEALS			INCIDENTALS	COST OF TRANS.	TYPE USED	TRANSPORTATION		BUSINESS EXPENSE	TOTAL EXPENSES FOR DAY
DATE	TIME			BREAKFAST	LUNCH	DINNER				CARFARE, TOLLS, PARKING	PRIVATE CAR USE MILES AMOUNT		
Jan-10													
7-Jan	9 02am	Los Angeles									0.00	26.90	26.90
26-Jan	1 47pm	Los Angeles									0.00	340.23	340.23
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
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											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
											0.00		0.00
SUBTOTALS			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0.00	367.13
COLUMN CODE (ACCTG. USE ONLY)													

CLAIM TOTAL

\$367.13

PURPOSE OF TRIP, REMARKS AND DETAILS (Attach receipts when required)

Jan 7 - Picked up placard, for podium, for Race to the Top Press Bill Signing.

Jan 26 - Mult Box needed to be repaired

NORMAL WORK HOURS

PRIVATE VEHICLE LICENSE NUMBER

MILEAGE RATE CLAIMED

0.445

AGENCY ACCOUNTING OFFICE

USE ONLY

PAID BY REVOLVING FUND CHECK NUMBER

240877

I HEREBY CERTIFY, That the above is a true statement of the travel expenses incurred by me in accordance with DPA rules in the service of the State of California. If a privately owned vehicle was used and if mileage exceeds the minimum rate, I certify the cost of the operating the vehicle was equal to or greater than the rate claimed, and that I have met the requirements as prescribed by SAM Sections 0750, 0751, 0752, 0753 and 0754 pertaining to vehicle safety and seat belt usage

CLAIMANT'S SIGNATURE

DATE

1/31/10

SIGNATURE OF OFFICER APPROVING TRAVEL AND PAYMENT

DATE

2/3/10

DATE